

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Supervisor Licensing Section

SALARY RANGE: \$49,263.43-\$69,662.11 (S20)

WORKWEEK: NL (35 hour workweek)

POSTING PERIOD FROM: January 26, 2016

TO: February 9, 2016

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☒ State Wide (all Departments/State employees)

DIVISION/LOCATION:
Division of State Lottery
Security, Audit and Licensing Unit
One Lawrence Park Complex
Brunswick Avenue Circle
Lawrenceville, NJ 08648

JOB DESCRIPTION: Under the direction of the Deputy Director, supervises staff who receive, review, process and distribute New Jersey Lottery license applications. Maintains a cooperative working relationship with the State Lottery's sales and marketing contractor, Northstar NJ. Monitors work to expedite issuance of licenses, maintaining necessary records and preparing monthly reports. Performs all administrative responsibilities for the unit including but not limited to eCATS timekeeping and completing employee performance evaluations (PARS).

REQUIREMENTS: Open to full-time STATE employees who have permanent status in a competitive title and who meet the requirements listed below:

Education: Successful completion of two years (60 credit hours) in an accredited college.

Experience: Two years of experience processing investigative and/or clerical work, including planning and supervising the work of investigative employees and numerous contacts with the public.

Note: For those candidates who do not have the required education, experience as indicated above may be substituted on a year for year basis.

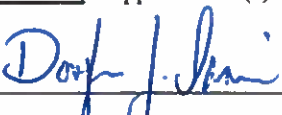
If you qualify and are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: Supervisor Licensing Section - Lottery)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:



Douglas J. Inni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer